



Job Opportunity

State Controller's Office

Position: Office Assistant (Typing)

Statewide

Location: Executive Office
300 Capitol Mall, 18th Floor, Sacramento, CA 95814

Issue Date: January 18, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Bryan Jacosalem, (916) 445-2638

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer, or reachable on a certification list.

California Relay Service: 1-800-735-2929

Position Number(s): 051-720-1379-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close lead direction provided by an Administrative Assistant II, provide support services by screening telephone calls, organizing files, and functioning as backup to the Administrative Assistant II **during the hours of 8:00 a.m. until 5:00 p.m.** Specific duties include, but will not be limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Prepare written correspondence for signature using a personal computer;
- Maintain existing filing system, purging outdated material and replace with revisions and/or updated information;
- Direct incoming telephone inquiries to appropriate staff and/or division representatives;
- Maintain storage supply room, ensuring organization and safety in accordance with recommendations made by the Safety Officer for the SCO;
- In the absence of the Administrative Assistant II, provide clerical support to the State Controller, which may be limited to typing correspondence, scheduling meeting locations, ensuring appropriate documents are duplicated and prepared for dissemination;
- Maintain storage and supplies, initiating requisitions to replace and/or refill exhausted items and/or equipment;
- Schedule routine equipment maintenance and/or repairs;
- Act as back-up for the main reception area when required; answering telephones, receiving constituents/visitors, and directing incoming mail;
- Initiate photo copying and/or facsimile services;
- Provide support to the Administrative Assistant II by completing routine clerical tasks, which may include filing, typing, etc.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
HUMAN RESOURCES
P.O. Box 942850
Sacramento, CA 94250-5877

Attn: Denise Cruz